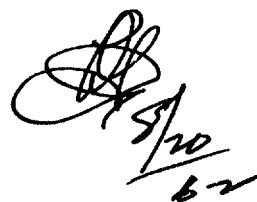


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Bi-Weekly Report for period Ending 3 August 1962
from
Records Disposition and Systems Branch



1. Contributions

- a. Approved eight requests for filing equipment or supplies. Also approved one request by phone for a special order of folders for OCR.
- b. A revision for the ORR Geo.Div. Schedule was approved and returned to the Area Records Officer.
- c. Files clean-up in Records Management resulted in retiring three cubic feet of inactive records and destroying four cubic feet; by consolidating and eliminating duplicate files the large vault can be released to supply.

2. Assignments

a. Shelf Filing

(1) Commo - Registry

Equipment expected about 1 August but not received by Commo yet. putting on searcher to locate equipment or determine whether Diebold should put tracer on the requisition.

(2-4) Comptroller, DDS, Medical

Waiting delivery of equipment.

(5) Personnel, Logistics

No change.

b. Records Control Schedules

(1) OTR

Called the Area Records Officer who will endeavor to get revised schedule to us soon.

(2) Security

Revised portion of schedule for Special Support Staff was returned to the ARO for additional revisions and updating.

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(3) 00/Contacts

Received a revision for a portion of the schedule.

c. Special Projects

(1) Conference Notes and Special Reports

25X1

- a. Slides for the workshops were reviewed and catalogued.
- b. A new idea for a poster was submitted to Logistics/ Graphics and previous drafts returned.
- c. One-third of the reports on records holdings have been received from ARO's.

(2) FBIS

Requisitions for specialty equipment and supplies were received and approved. Brochures borrowed by have been returned to file.

25X1

(3) Comptroller ADPD

No change.

(4) Medical

A special survey of Medical requirements and paperwork operations will begin August 7. Systems and procedures will be analyzed.

d. Reviewing Requisitions

Eight requisitions were received and approved. See. Contributions.

3. Vital Records

was on leave during this report period.

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